

APPENDIX K ADMINISTRATIVE RECORD DOCUMENTS

The documents listed below will be included in the final Administrative Record. Since those documents marked with a "Ω" in appendix I may be added after a review by appropriate offices, they are not included here. This listing is based on the arrangement of the model permanent Project File structure presented as appendix J. This file structure will also be used in developing the Table of Contents for an Administrative Record. The 11 major divisions that make up this file structure correspond to the 11 volumes that constitute the typical Administrative Record. The number of binders per volume will vary depending on the size and number of the documents contained therein. (See paragraph 4-16 for a detailed discussion of the arrangement of a typical Administrative Record table of contents.)

1.0 Site Management Records.

- 1.02 ASR (including factual supporting historical documents)
- 1.08 INPR (include final INPRs that have been reviewed and concurred with by agency counsel and when applicable the Confirmation Report for FUDS HTRW projects – do not include government cost estimates which may be attached to the INPR)
- 1.09 Final PA Report (including any associated documents)
- 1.10 SI Documents
- 1.12 NDAI Determinations documented in the Action Memorandum, the ROD, or the DD

2.0 Removal Response.

- 2.02 Sampling and Analysis Data and Plans (see note 2 of appendix I)
- 2.09 Chain-of-Custody Forms
- 2.12 Anomaly Review Board Documents (Management Plan/Correspondence/SOPs/Findings)
- 2.15 EE/CA Report
- 2.16 Action Memoranda

3.0 Remedial Investigation (RI).

- 3.02 Sampling and Analysis Data and Plans (see note 2 of appendix I)
- 3.09 Chain-of-Custody Forms
- 3.10 RI Reports
- 3.11 Health and Endangerment Assessments (including human health and ecological risk assessments and lead-based paint and asbestos surveys)

4.0 Feasibility Study (FS).

- 4.02 Sampling and Analysis Data and Plans (see note 2 of appendix I)
- 4.03 Geophysical Investigation Data
- 4.10 FS Reports (see note 7 of appendix I)
- 4.11 Proposed Plans for RA (see note 7 of appendix I)

5.0 Record of Decision (ROD) or Decision Document (DD).

- 5.02 Sampling and Analysis Data and Plans (see note 2 of appendix I)
- 5.03 Geophysical Investigation Data
- 5.09 All Public Notices, Comments Received, and Responses to the Comments
- 5.10 ROD or DD (see note 7 of appendix I)
- 5.11 Amendments to ROD or DD
- 5.12 Explanation of Significant Differences

6.0 Remedial Design (RD). None unless notes 5, 8, or 9 of appendix I apply

7.0 Remedial/Removal Action (RA)/Long-Term Management (LTM). None unless notes 5, 8, 9, or 16 of appendix I apply

8.0 Public Affairs/Community Relations.

- 8.01 Correspondence (see notes 1 and 8 of appendix I)
- 8.10 Public Meeting Minutes/Transcripts (including RAB/TRC meeting minutes) (see note 15 of appendix I)
- 8.12 Written Responses to Public Comments/Questions (include all public comments, or information obtained from the public relating to the response action decision, which may include summaries of interviews, correspondence with political subdivisions such as zoning boards, letters from the public, etc.)
- 8.13 Public Notices (Availability of Record, Public Comment)

9.0 Congressional Relations. None unless determined that they provide factual information that was relied upon in the selection of a response action

10.0 Freedom of Information Act (FOIA). None

11.0 Real Estate.

- 11.06 Final approved Findings and Determinations